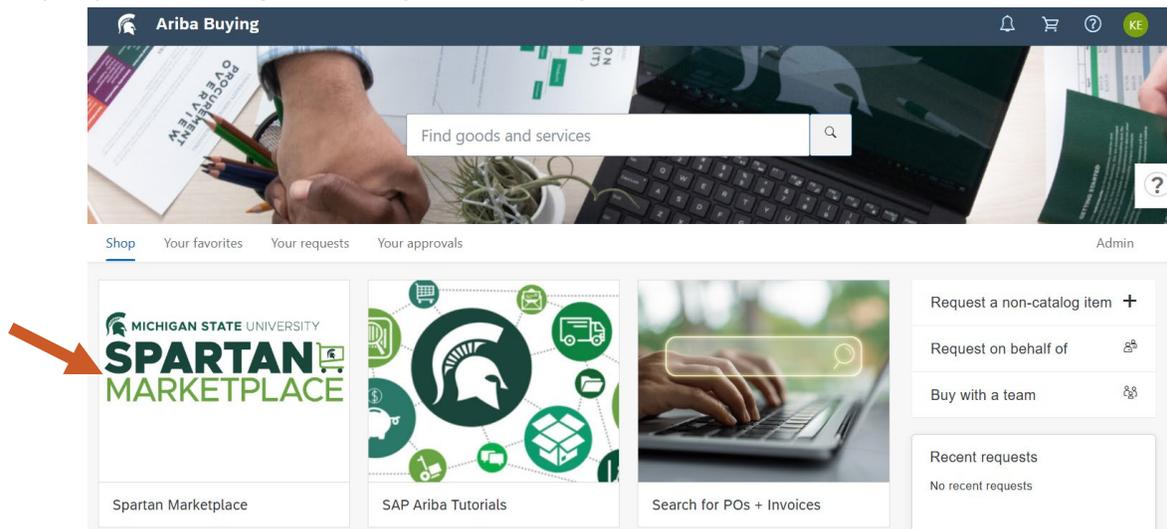




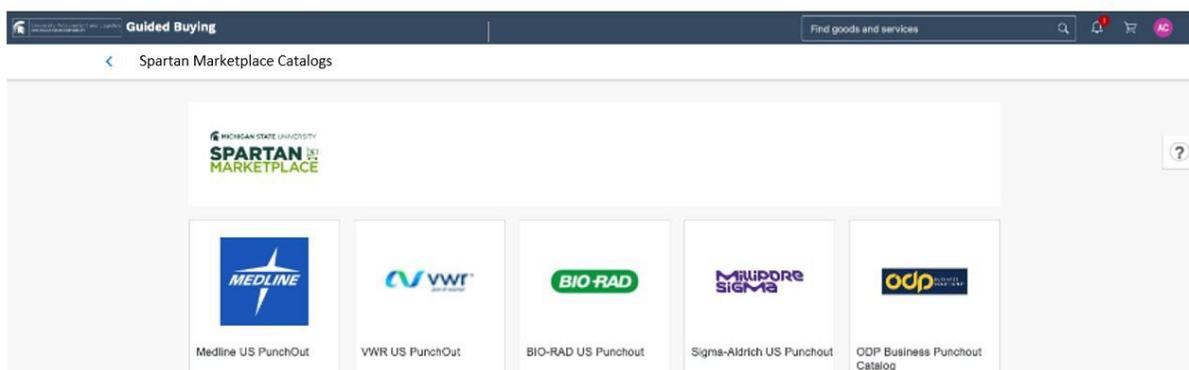
## Placing a Spartan Marketplace Order

**Overview:** This tutorial provides guidance on how to order items from Spartan Marketplace catalogs in SAP Ariba, also referred to as a **catalog purchase requisition (PR)**. Catalog orders cannot exceed the single purchase limit of \$25,000 for all suppliers except Dell, whose limit is \$50,000.

1. Log in to [ebs.msu.edu](https://ebs.msu.edu) and click the **Procure-to-Pay System** tile.
2. To shop the University Stores catalog, select the **University Stores** tile.
  - a. **Note:** The University Stores catalog and checkout process will remain the same as before the SAP Ariba launch.
3. To shop any other catalog, click the **Spartan Marketplace** tile.



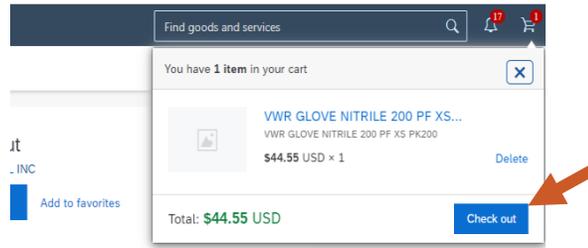
4. A list of available catalogs will appear. Each supplier catalog has unique functionality. Click on the catalog from which you want to purchase and a new tab will open (this is called a “punchout catalog”).



5. Browse for items and add them to your shopping cart. Once all desired items are added to the shopping cart, select the catalog’s **Checkout, Submit, or Punchout** button.



- 6. You will return to Spartan Marketplace. In the upper right corner, select the cart icon and then click **Check out** button to create a purchase requisition (PR).



- 7. At the top of the PR, an error message will appear, indicating that required fields are incomplete. Required fields are identified by red asterisks.
  - a. **Note:** Some fields (required or otherwise) will auto-populate from the user profile of the employee listed in the **On Behalf Of** field. Review all fields for accuracy.
- 8. Select the **Ship To** address based on your final delivery address. All on-campus locations in East Lansing should use **MSU Central Receiving** as the Ship To address.
  - a. **Note:** For Amazon Business orders shipping to a non-university address, please reference the [instructions for using an ad hoc shipping address](#).
- 9. Verify and complete the questions at the top of the purchase requisition.
  - a. **Note:** The user profile of the employee in the On Behalf Of field must be completed before you can submit a PR on their behalf.

The form contains several sections:
 

- On Behalf Of:** A dropdown menu with 'Khan, Emily' selected.
- Is this an emergency order?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Will the supplier have the potential to interact with children and/or MSU students as part of this purchase?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Will the supplier have access to MSU IT networks or computer systems other than the MSU Guest Wireless system or an MSU email account?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Will the supplier handle cash, credit cards, or other sensitive information?:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Recipient Building Name:** A dropdown menu with '0169: INTERNATIONAL CENTER' selected.

- 10. Enter the final delivery information (all fields that begin with **Recipient**).
  - a. **Recipient Building Name:** Select the building from the dropdown or click **Browse all** to search for the building. The search filter can also be changed from ID to Building Name.
    - i. **Note:** If you cannot locate a specific MSU location in the dropdown menu, contact the Capital Asset Management team at [camhelp@msu.edu](mailto:camhelp@msu.edu). Certain off-campus locations may not be listed, and **Building Not Found** should be selected.

The interface shows a search for 'Recipient Building Name'. A dropdown menu is set to 'Building Name' and the search term is 'Center'. Below the search bar is a table of results:

ID	Building Name	
EL_0111	0111: PARKING RAMP NO. 3 - WHARTON CENTER	<a href="#">Choose</a>
EL_0150	0150: KRESGE ART CENTER	<a href="#">Choose</a>
EL_0150A	0150A: KRESGE ART CENTER-SCULPTURE STUDIO	<a href="#">Choose</a>
EL_0155	0155: PARKING RAMP NO. 4 - KELLOGG CENTER	<a href="#">Choose</a>
EL_0169	0169: INTERNATIONAL CENTER	<a href="#">Choose</a>

Orange arrows point to the 'Building Name' dropdown and the 'Choose' button for '0169: INTERNATIONAL CENTER'.



- b. **Recipient Address, City, State, Zip, and Country:** Unless Building Not Found was selected, these fields will auto-populate from the selected Recipient Building Name. In the case of Building Not Found, add the appropriate address information. This must be an approved address for university business, not your personal home address.
  - c. **Recipient Room Number:** Click **Browse all** to search for the room number—which are uniquely coded to each building.
    - i. **Note:** If a room is missing for the selected building, contact the Capital Asset Management team at [camhelp@msu.edu](mailto:camhelp@msu.edu).
  - d. **Recipient Department:** Select from the dropdown menu.
11. Complete the accounting information for each line item. The **Account** and **Object Code** fields must be reviewed and updated as necessary.
- a. **Note:** Accounting information can be applied to the full requisition by selected **Charge to: Manage details** link at the top of the requisition. Ensure the object code for each line item is updated.

The screenshot shows a form with the following fields and messages:

- Account \***: (no value) [dropdown] with a red border and error message: **The value of Account is not acceptable.**
- Sub Account**: (no value) [dropdown]
- Object Code \***: (no value) [dropdown] with a red border and error message: **Object Code must be set.**
- Sub Object Code**: (no value) [dropdown]
- Project Code**: (no value) [dropdown]
- Org Ref Id**: [text input]

- b. To split accounting on the line item, select the **Split accounting** link at the bottom. Specify the percentage to be charged to each account, totaling 100%.

The screenshot shows a **Project Code** dropdown menu with "(no value)" selected. Below the dropdown, the text **Split accounting** is circled in orange.

12. Add any **Comments, Attachments**, or ad hoc approvers/watchers to the **Approval Flow** in the fields at the bottom.
- a. **Note:** All members of the Major Administrative Units (MAUs) associated with the account numbers will be added as watchers to the PR. This grants each employee within the MAU the ability to see the PR but does not grant the power to edit it.
13. Click **Submit** in the upper right corner to submit the PR.

The screenshot shows a navigation bar with a notification bell icon (65), a question mark icon, and a user profile icon (KE). Below the bar are two buttons: **Submit** (blue) and **Save and exit** (white with blue border).



14. A pop-up will appear confirming the requisition was submitted. Click **Done** to exit the order screen or **View requisition** to see the details.
- a. **Note:** Orders over \$5,000 will route to Procurement for approval to ensure the order does not contain a capital asset.

Success ✕

Your requisition has been sent for approval.

Done

View requisition